

Maine State Planning Office Waste Management and Recycling Program



2003/04 PUBLIC HOUSEHOLD HAZARDOUS WASTE (HHW) MANAGEMENT GRANTS PROGRAM

Reimbursement Process

Step 1: State Planning Office Announces Availability of Funds.

The Waste Management and Recycling Program is announcing the availability of approximately \$400,000 in grant funds to support the operating expenses of public household hazardous waste management programs.

Step 2: Applicant submits an application for reimbursement.

Municipalities and eligible associations may apply for funds using the application provided. Consumer education is a required component of the application.

Step 3: Applicant signs a contract with State Planning Office.

To receive reimbursement, applicants are required to sign a contract prepared by the Planning Office. The office will use the standard "State Agreement to Purchase Services" contract form.

Step 4: State Planning Office reimburses applicant for state share of allowable expenses incurred, subject to the availability of funds.

Copies of paid invoices or other documentation of expenses incurred must accompany reimbursement application.

Applicant Information

Who is eligible?

- a. Municipalities, regional associations, sanitary districts and sewer districts.
- b. For the purposes of this application, a regional association may include counties and quasi-municipal corporations and regional planning commissions, and councils of governments.
- c. Priority will be given to regional collection events and programs.

How much will be available to my community/program?

- a. Total State share is capped at up to 50% of the total costs of the allowable costs directly related to the collection event, depending upon the number of applications received and amounts requested.
- b. The state share of educational costs are capped at \$500.00 for single municipal events, \$1,000.00 for events serving multiple municipalities, and \$2,000.00 for regional events serving 75,000 or more in population.

What will the cost-sharing grant funding pay for?

- a. The grants program will provide cost sharing to assist with the operational and educational costs incurred by eligible entities in the collection and management of household hazardous waste.
- b. The cost sharing will not be available to pay for HHW collections that have occurred prior to September 16, 2003, the effective date of the law.
- c. The Office anticipates the majority of grant requests to be focused on providing reimbursement for 'one-day' HHW collection events. On a case-by-case basis, the Office will consider alternative proposals.
- d. These funds are not to be used to assist municipal or regional programs with on-going costs related to mercury added products management or used electronics management programs already in place or for one time collection events for these items only. However, if an applicant holds a HHW collection event that includes the collection and recycling of those items, those costs are eligible for reimbursement at the capped amount indicated below.

What will the cost sharing grant funding not pay for?

- a. Costs associated with the collection/disposal of latex paint
- b. Costs associated with the collection/disposal of household batteries or car batteries of any kind. Spent alkaline batteries can be disposed in the regular MSW system. Re-chargeable batteries, such as nickel cadmium (NI-CAD) nickel metal hydride, small sealed lead acid, and lithium batteries can be recycled for free through the (RBRC) Rechargeable Battery Recycling Corporation, 1-800-8-BATTERY. Car batteries can be recycled through metals recyclers. *Note: Exception to the above: mercury (hg) containing button batteries received in connection with a HHW collection event are eligible for cost share funds.*
- c. Costs associated with the collection/disposal of Propane tanks. These may be recycled through Blue Rhino (Yankee Gas) at 1-800-445-2760.

Waste items with capped reimbursement

- a. Fluorescent bulbs: Maximum cost share, up to 50 percent of the costs for the recycling of mercury containing fluorescent bulbs based on a unit price of \$.10 per foot or \$1.00 per pound
- b. CRT containing devices: Maximum cost share, up to 50 percent of the costs for the recycling of Cathode Ray Tube (CRT) devices and associated electronic devices based on a unit price of \$.21 cents per pound.

Reimbursement period

Applicants may choose to apply for reimbursement for eligible expenses from one of the three planned reimbursement periods. Given the limited funds and that the program covers more than one year, at this point we are unable to guarantee that funding would be sufficient to cost-share with programs on a repeated basis. The planned three funding periods, which would coincide with the actual HHW collection event being provided, are:

- 1. From September 16th 2003 through December 1st, 2003
- 2. From April 15th through June 30th, 2004
- 3. From July 1st through December 1st, 2004

Application/Reimbursement deadlines

For fall 2003 reimbursement, December 31st, 2003

For spring 2004 reimbursement, June 30th, 2004

For fall 2004 reimbursement, December 31st, 2004

(Deadlines may be extended to allow for billing delays from vendors.)

Regional programs

There are two types of regional programs:

- The first includes communities that come together to jointly hire a contractor and pick a common event site and time, but each community remains responsible for its own costs and is billed separately by the contractor.
- The second type is similar with a common site, time, and contractor, but also has a single public entity serving as the event sponsor, or fiscal agent to whom the other communities grant authority to enter into contracts and in turn assign costs to the participating communities. Those communities participating in this second type of regional HHW event need to fill out the short authorization form only. The event sponsor or lead jurisdiction must fill out the reimbursement application.

On-going support

This grants program is intended to carry from the fall of 2003 through the fall of 2004, subject to the availability of funds. The law requires the legislature to address the matter of establishing an ongoing source of funding for municipal collection of HHW during the second regular session of the 121st legislature, which convenes in January of 2004.

Maine State Planning Office
Waste Management and Recycling Program



**2003/04 PUBLIC HOUSEHOLD HAZARDOUS WASTE (HHW)
MANAGEMENT GRANTS PROGRAM**

REIMBURSEMENT APPLICATION

Name of Applicant (municipality/ regional group/ sewer district or lead jurisdiction)

Mailing Address _____

Phone# _____ Fax# _____

County(s) _____

Is this a regional application on behalf of other jurisdictions? ☐ Yes ☐ No

Estimated Total Population to be served _____

Contact Information:

Name _____ Title _____

Mailing Address _____

Phone # _____ Fax _____

Email _____@_____

Please list physical address and location of HHW collection event

And if the site is at the DPW, transfer station, recycling center, town hall, other

_____.) *Please circle*

Please indicate if receiving/unloading area will be: (indoors) or (outdoors) *please circle*

We intend to post information about your program on our website. Do you have access to Internet? ☐ Yes ☐ No

Regional applicants

1. Regional means 2 or more municipalities that have formed a relationship to manage the HHW generated within the participating municipalities and for which those municipalities are responsible.
2. For the purposes of this application, a regional association may include counties and quasi-municipal corporations and regional planning commissions, and councils of governments, provided the counties or quasi-municipal corporations, when acting by

themselves within their own jurisdictions, are capable of exercising all of the powers of the regional association.

3. Non-governmental regional entities such as non-profit organizations that have government entities (e.g. a city, town) as members of their board of directors may apply through a sponsoring municipality. The grant agreement would be between SPO and the sponsoring municipality.

Please list municipalities participating in your regional group and their census 2000 populations. (You may attach a separate sheet or print out.)

Municipality	Population

Public education and awareness program

Public education is more than simply promoting or advertising your collection and is a required component of all applications. Education efforts will include one or more of the following:

1. Alternatives to purchase and disposal of hazardous household products.
2. Ways you will promote the reduction of HHW (pollution prevention);
3. Education you will provide about the potential dangers of HHW; and
4. Ways you will educate your citizens about proper disposal of HHW.

Please check off all items that will be included in your program:

- ☐ School education programs, including any colleges located in the community
- ☐ Adoption of a constant symbol and color
- ☐ Public presentations
- ☐ TV
- ☐ Newspaper articles
- ☐ Flyer
- ☐ Periodic displays at libraries
- ☐ Cable Access
- ☐ Other _____
- ☐ Radio
- ☐ Newsletters
- ☐ Advertisements
- ☐ Inserts
- ☐ Retailer awareness campaign
- ☐ Web site

Reimbursement Rate

In addition to the capped reimbursement for public education and awareness program, the State of Maine shall provide grant monies to HHW collection organizers for:

1. Up to half the disposal costs of the collection, or
2. Up to the rate of \$0.30/per capita (rate to be determined) for the communities served.

HHW event reimbursement calculation

Reimbursement for public education and awareness component

- Not to exceed \$500.00 for an event serving a single, stand alone municipality
- Not to exceed \$1,000 for an event with multiple participating public entities
- Not to exceed \$2,000.00 for large regional events serving population exceeding 75,000

A. \$ _____

Cost of Hazardous Waste Contractor:

a. Up to 50% of the contractor's fixed costs, not to exceed \$750.00:

\$ _____

b. Up to 50% of the Contractor's Disposal Costs:

\$ _____

B. \$ _____ Total (a) + (b):

\$.30 cents X the population served per the 2000 Census

C. \$ _____

State of Maine grant monies requested is equal = to figure A, plus + the lesser of the two figures, B or C.

\$ _____

Event Details

1. Date: _____/_____/_____ and time: from _____ to _____ of the HHW collection event for which you are seeking grant funding.
2. Note: The Office must be notified of any changes in the date, time or location of the collection.
3. Do you require pre-registration for this event? Y / N If yes, by when?
4. Do you have a limit on the amount of waste that can be brought to the collection? Y / N
5. If yes, what is the limit? _____

6. For events with multiple collection sites: how many sites do you have? _____
7. Can residents of any participating town use any collection sites? ☐ Yes ☐ No
8. Will you allow residents, from non-participating communities, to drop off wastes during your collection, if they pay a proportional fee? ☐ Yes ☐ No
9. Has your municipality or region sponsored or participated in a household hazardous waste collection event? ☐ Yes ☐ No
10. If so, please circle years they were held

1980, 81, 82, 83, 84, 85, 86, 87, 88, 89,

90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 00, 01, 02

Please remember:

send copies of paid invoices or other documentation of expenses with this application

I am an official with the authority to apply for and accept state grant funds on behalf of the applicant, and I certify that the information provided here is accurate to the best of my knowledge.

Signature_____Date_____

Name_____Title_____

Community/Region_____

If you have questions about HHW collections or need assistance filling out the form please contact

Sam Morris 207-287-8054 Sam.Morris@maine.gov

Toll Free 1-800-662-4545

184 State Street

38 SHS Augusta, ME 04333-0038

www.recyclemaine.com/grants

As part of a program anticipated Maine Department of Environmental Protection, would your program or public entity be interested in participating in an “old for new “ exchange of old gas cans for the new CARB (California Air Resources Board) compliant spill proof gas cans (2.5 gal.) to be organized at a later date ? ☐ Yes ☐ No